

MINUTES of the CNY Works, Inc., Board of Directors’ meeting held on Thursday, December 3, 2009, at 8:30 A.M., The Warehouse, Suite 405, 350 West Fayette Street, Syracuse, New York 13244.

PRESENT	ABSENT	STAFF	GUESTS
Atkins, Michael	Brynien, Kenneth	Agostini, Robert	Donahue, Dennis (NYS
Colella, Anthony	Caliva, Frank	Ehrenreich, Hanah	Department of Labor)
Coria, JoAnn	Dowdell, Jesse	Forman, Michael	Sorbello, Joseph (NYS
Di Blasi, James	Falcone, Neil	Irwin, Michael	Department of Labor)
Fellows, James	Harper, William	Linney, Vicki	Dan Queri, NWSI, Inc.
Hill, Carol	Kotz, Kathy	Pitt, Heather	Nojaim, Paul, NWSI, Inc.
Mayne, Janice	Leslie, Robert	Sandle, Gail	
Pulver, Mark	Lott, Rev. Bill	Schnobrich, Andrea	
Rapp, Kathy	Meinking, Rebecca	Sealy, Lenore	
Stack, Barbara	Napier, Donald	Thomson, Trish	
Steele, Linda	Reed, Marvin	Wilson, Lori	
Towsley, Bill	Ryan, Bill		
Walter, Elaine	Sydow, Debbie		
Watson, Duane			
Wilson, Ellen			
Wolgemuth, Diana			

I. Call to Order and Introductions

Chairperson, Anthony Colella called the Board of Directors Meeting to order at 8:40 A.M.

Mr. Colella respectfully requested a moment of silence to honor our long-time Board Member, Rev. Bill Lott, who passed away on October 3, 2009 after a brief and courageous fight with cancer.

Following that, Mark Pulver shared eloquent remarks about Rev. Lott and the tremendous impact he made on individuals throughout the community on both a personal and professional basis.

Mr. Colella acknowledged everyone’s indulgence in our re-scheduling of this meeting. He noted that our meeting venue, at The Warehouse, was important as we finalize plans to expand One Stop services to the Near West Side.

II. Approval of Minutes –

Approval of Minutes for the Board of Directors Meeting held on June 25, 2009

**Action**

Kathy Rapp entered a motion:

*To approve the minutes of the Board of Directors Meeting held on June 25, 2009.*

Elaine Walter seconded the motion. The motion was carried unanimously.

III. Presentation – Near West Side Initiative

Paul Nojaim, Board Member, Near West Side Initiative, Inc.  
Dan Queri, Consultant, Near West Side Initiative, Inc.

Mr. Nojaim began the presentation on Near West Side Initiative by speaking about his family business, Nojaim's Market, which has been a cornerstone in the area for generations. The Nojaim's philosophy has been to stick it out in the City even with the abandonment of businesses and deterioration of neighborhoods. Poverty has resulted from the lack of accessible work opportunities. When the Near West Side Initiative began, Mr. Nojaim became involved in order to help create opportunities for the individuals living in the area.

Mr. Queri then gave an overview of the plans to create a self sustaining neighborhood that will prevail for years to come.

Questions:

Joanne Coria asked if the residences would be primarily occupied by renters or homeowners.

Mr. Queri answered that the goals for ownership vs. renting are essential to achieving pride in the neighborhoods. He added there will be a program for debt forgiveness achieved through long term residency and improvements to properties.

A question was asked on what type of assessment center CNY Works would have at this location.

Lenore Sealy responded that we need to do deeper assessments for all customers. In particular, we need to help unemployed customers identify their transferable skills and fill in gaps with appropriate skills development, i.e. training, education, etc., while looking for new work.

IV. Reports

Finance – Bob Agostini

Mr. Agostini referenced the *Oct. 09 Financials* (blue packets) for his report.

We have changed the method for projecting what funds are still available. Our Program Year runs July 1 – June 30; however, training expenses also have targets that must be monitored. We must closely track funds expended, accruals and Notices of Obligational Authority (NOA) to ensure we will not run out of money or overspend.

Carol Hill asked if we will have money to serve individuals from all of the additional company closings that are scheduled. Lenore Sealy said that many will be eligible for Trade Act funds. Trade Act funding provides a richer pool of resources and is available for a longer period than WIA funds.

Bob Agostini added that we are under in Administrative Spending and that can be transferred to training for dislocated workers. That would add \$71,000 additional funding for training Dislocated Workers and Adults.

Projected Spending – WIA:

Adult is at \$908,000, which is 62.05% of Minimum Target and 49.66% of NOA  
Dislocated Worker is at \$905,000, which is 60.04% of Minimum Target and 48.33% of NOA  
Youth is at \$1,353,000, which is 56.45% of Minimum Target and 39.52% of NOA

Projected Spending – Stimulus:

Adult is at \$203,000 which is 38.34% of Minimum Target and 32.60% of NOA  
Dislocated Worker is at \$809,000, which is 63.52% of Minimum Target and 54.02% of NOA  
Youth is at \$967,000, which is 96.89% of Minimum Target and 82.37% of NOA

Supplemental Spending:

Adult is at \$61,000, which is 84.72% of Minimum Target and 84.72% of NOA  
Dislocated Worker is \$145,000, which is 100% of Minimum Target and 100% of NOA

Budget – Lenore Sealy

Since July 1, 2009, we have been operating “in good faith” without a budget. In July we developed a Budget Draft because we were unsure of the total funding that we would receive.

We now have more money than originally projected due to:

- additional funding streams
- American Recovery and Reinvestment Act of 2009 (ARRA/Stimulus)
- new grants
- hiring additional NYSDOL staff who pay into our common operational charges and offset WIA expenses

**Action**

Carol Hill entered a motion:

*To accept the PY 09 Budget 07/01/09 Ver. 2 as presented.*

Diana Wolgemuth seconded the motion. The motion was carried unanimously.

Executive Committee –Anthony Colella

Mr. Colella referenced the *Executive Committee Notes* (goldenrod packet) for his report.

The Executive Committee met each month since the last Board meeting on June 25, 2009. Accordingly, good oversight was provided on the Budget and on critical operational issues. Several items were approved by the Executive Committee that will require motions today:

- Near West Side Initiative, Inc.
- Plan Modification – Stimulus Funding
- Policy Change for Needs-Related Payments

Near West Side Initiative, Inc.-

CNY Works has many challenges with our current location. The space limitation is negatively affecting staff productivity, service delivery and other operational issues. At a time when it is critical to be growing One Stop services, we lack the room to do so. Specifically we are without facilities for effective one-on-one interviews, in-depth assessments and workshops.

Following Board directive at our meeting on June 25, 2009, the Executive Committee began investigating sites for expanding services with a new and/or additional location. The Committee looked for sites that would have an inner city location, green building technology, sufficient parking and close proximity to our current office. We began conversations with the Near West Side Initiative, Inc. about properties that are being renovated in that area. A tour was conducted for the Executive Committee on July 29, 2009. The Executive Committee is proposing that we move forward with negotiations to secure space in the Lincoln Building for the expansion of services CNY Works currently provides and adding an assessment center.

#### **Action**

Barbara Stack entered a motion:

*To authorize CNY Works to sign a letter of intent to lease space in the Lincoln Building that can be used for expansion of One Stop services currently provided at 443 N. Franklin Street, Syracuse, New York 13204.*

JoAnn Coria seconded the motion. The motion was carried unanimously.

Executive Director – Lenore Sealy

Plan Modification -

Stimulus Funding required a modification of our Local Plan to ensure that how we will spend ARRA funds will differentiate from other WIA spending.

Lenore Sealy reviewed CNY Works' Local Plan Modification July 1, 2009 – June 30, 2010. This document expands the Local Plan to include the requirements associated with the American Recovery and Reinvestment Act of 2009 (ARRA/Stimulus). Specifically, the Modification describes the means by which CNY Works can most effectively spend its stimulus monies. The Plan requires that ARRA Adult grants provide a "Priority of Services" to target populations, as outlined below:

Priority of Service – ARRA WIA Adult-funded services

- The first population to receive intensive and training services is public assistance and low-income veterans (or eligible spouses of veterans);
- The second priority is for public assistance and low-income non-veterans;
- The third priority is for veterans (or eligible spouses of veterans) who are not low-income or receiving public assistance;
- The last priority is for adults who are non-veterans who are not low-income or receiving public assistance.

Additional Plan requirements include descriptions of the following:

- Supportive Services and Needs Related Payments
- Youth Activities and Summer Youth Employment Program
- Reemployment Services under the Wagner-Peyser Act
- Individual Training Accounts, Customized Training and OJT

#### **Action**

Jim Fellows entered a motion:

*To approve the Onondaga County Local Plan Modification, as presented, for the period July 1, 2009 to June 30, 2010.*

Elaine Walter seconded the motion. The motion was carried unanimously.

Policy Change for Needs-Related Payments -

The Policy currently in effect does not address the needs of customers who require transportation assistance to participate in academic remediation or a GED program, including programs at CNY Works.

The policy adopted on June 25, 2009 must be revised to include the following language:

- As a support service: *“other” - i.e. transportation costs*
- Adults who are enrolled in a WIA funded and approved vocational or post-secondary training service, by the end of the 13<sup>th</sup> week after the most recent layoff (26<sup>th</sup> week for Trade Act eligible workers) *OR enrolled in GED preparation or academic remediation*
- Dislocated Workers who are enrolled in a WIA funded and approved vocational or post-secondary training service, by the end of the 13<sup>th</sup> week after the most recent layoff (26<sup>th</sup> week for Trade Act eligible workers) *OR enrolled in GED preparation or academic remediation*

#### **Action**

Barbara Stack entered a motion:

*To revise the Needs Related Payment Policy adopted on June 25, 2009 so that it will include “other” - i.e. transportation costs as a covered support service. And to expand*

*the provision of support services to include Adults or Dislocated Workers who are enrolled in GED preparation or academic remediation.*

Diana Wolgemuth seconded the motion. The motion was carried unanimously.

Proposed Contracts -

The following six contracts will require approval of the Board of Directors.

The first with Office of Temporary and Disability Assistance (OTDA) is a Revenue Agreement that will contribute additional funding to CNY Works.

The remaining Service Agreements representative a financial obligation to provide services as described within the documents.

1. Revenue (Increase) Agreement with OTDA - \$845,312
2. Service Agreement (Increase) with Center for Community Alternatives - \$26,000
3. Service Agreement with OCM BOCES - \$80,000
4. Service Agreement with Training and Upgrade Fund - \$46,500
5. Service Agreement with Whole Me - \$59,197
6. Service Agreement with Syracuse City School District - \$92,009

**Action**

Elaine Walter entered a motion:

*To accept all six Proposed Contracts as presented to the Board of Directors.*

Mike Atkins seconded the motion. The motion was carried unanimously.

V. Next Board Meeting

Thursday, February 11, 2010  
CNY Works  
443 North Franklin Street, Lower Level  
8:30 A.M.  
Audit Presentation

VI. Adjournment

The meeting adjourned at 10:15 AM.

Respectfully submitted,  
Lori Wilson  
Quality Officer

**ATTACHMENTS**

- ATTACHMENT 1**            Nominating Committee Report – June 2009
- ATTACHMENT 2**            Youth Council Minutes – May 8, 2009
- ATTACHMENT 3**            Youth Council Minutes – June 12, 2009
- ATTACHMENT 4**            Programs and Services Committee Minutes – May 21, 2009
- ATTACHMENT 5**            Programs and Services Committee Minutes – June 23, 2009
- ATTACHMENT 6**            Executive Committee Minutes – May 18, 2009
- ATTACHMENT 7**            Executive Committee Minutes – June 24, 2009
- ATTACHMENT 8**            Executive Director’s Report – June 25, 2009

ATTACHMENT 1  
Nominating Committee Report June 2009

Committee: Nominating

Chairperson: Kathy Kotz

Date: June 12, 2009

Members: Kathy Kotz, Elaine Walter, Jo Ann Coria, Barbara Stack, Jesse Dowdell

The Nominating Committee was formed and announced at the Executive Committee meeting held on April 12, 2009

Elaine Walter, Lori Wilson and Lenore Sealy met on May 19, 2009.

On behalf of Kathy Kotz, Chair, Lori Wilson sent an inquiry to all Board Members soliciting their interest in serving as an officer next year.

Eight responses were received from Board Members.

The Nominating Committee met on Friday, June 17, 2009. The meeting was conducted as a Conference call with Kathy Kotz, Barbara Stack, Elaine Walter and Lori Wilson in attendance.

Based upon the interest and availability the following slate of officers was formed:

Chairperson: Anthony Colella

- Anthony will be nominated for his first term as Chairperson.

Vice Chairperson: Diana Wolgemuth

- Diana will be nominated for her first term as Vice Chairperson.

Treasurer: Don Napier

- Don has agreed to serve a fourth and final term as Treasurer.

Secretary: Jim Fellows

- Jim will be nominated for his second term as Secretary, and will handle Board development.

The slate of officers will go out to Board members for review. The election of officers will take place at our meeting on June 25, 2009.